

# Quick Start ... Creating/Editing Patients



1. Open the QPC Xscan32 software and click the **New** button on the Patient Information dialog under Patient. Alternatively, if the patient is already in the patient list then select the patient and click the **Edit** button on the Patient Information dialog.
2. Enter the patient details into the appropriate fields on the dialog. You also need to enter the exam information for the patient.

**NOTE:** Last Name, First Name, Date and DOB are required fields. You can also make Patient ID a required field by clicking on Options menu, Preferences then Defaults tab.

3. Click the **Save** or **Save & View** button when you have completed entering the patient details.

A screenshot of the 'Patient Information' dialog box. It has a title bar with a close button. Below the title bar is a tab labeled 'Add New Record'. The dialog is divided into several sections: 'Information' with fields for Xscan ID (0), Last Name, Patient ID, First Name, Date (9/ 8/2004), Doctor, and DOB; 'Information' with fields for Study Desc., Exam Date/Time (9/ 8/2004), 5:55:10 PM, Inst. Name, and DICOM Acc No.; 'Study Comments:' and 'Visit Comments:' text areas; and 'Physical Information' with a 'Search All Archives' checkbox, a 'Location' field with a 'Browse' button, and a 'Date/Time' dropdown. At the bottom are 'Cancel', 'Save', and 'Save & View' buttons.

**NOTE:** The **Save & View** button will create/edit the patient and open the exam immediately for viewing or scanning of images.

A screenshot of the 'Information' dialog box. It has a title bar with a close button. The dialog contains fields for Exam Date/Time (9/ 8/2004), 6:11:57 PM, Inst. Name, Study Desc., and DICOM Acc No. Below these are 'Study Comments:' and 'Visit Comments:' text areas. At the bottom are 'Cancel', 'Save', and 'Save & View' buttons.

4. To create an additional exam for the patient return to the Patient Information dialog and click the **New** button under Exam. Enter in the exam information.
5. Click the **Save** or **Save & View** button when you have completed entering the exam details.

**NOTE:** When you open an exam with no images QPC Xscan32 will automatically open the default scan interface. You can change the default scan interface by clicking on Options menu, Preferences then Scanner tab.

